



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

**JOB OPPORTUNITY BULLETIN:**

**OFFICE TECHNICIAN (GENERAL)**

<b>SALARY RANGE:</b>	<b>Range A: \$2,691 - \$3,371 per month</b>  <i>*The Starting Salary applies to those first entering State Service. Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</i>
<b>TENURE/TIME BASE:</b>	<b>Permanent/Full Time</b>
<b>PROGRAM/DEPARTMENT:</b>	<b>Fiscal Services</b>
<b>FINAL FILING DATE:</b>	<b>Until Filled</b>

**DESCRIPTION OF DUTIES:**

Sonoma Developmental Center has a vacancy for a Permanent, Full Time Office Technician (General) in the Fiscal Services Department. The Office Technician (General) in Fiscal Services provides various office support and regularly performs some of the most difficult clerical duties; is able to utilize modern office equipment and supplies, operates various office machines including photocopiers, facsimile machines, personal computers/typewriters and has a working knowledge of and ability to use modern office methods and computer programs including but not limited to Microsoft Word, Access, Excel and Power Point. The Office Technician (General) in Fiscal Services serves as a timekeeper for assigned staff and performs various payroll duties including but not limited to the processing of payroll warrants; prepares detailed reports and keeps complex records; maintains database systems, tracking reports and due dates; evaluates situations accurately and takes effective action; schedules meetings and maintains appointment calendars; performs assigned clerical work including the ability to spell correctly and makes arithmetical computations; reads and writes at a level required for successful job performance; prepares correspondence independently utilizing a wide knowledge of business English, vocabulary, grammar and spelling; meets with the public, volunteers, employees and consumers; communicates effectively; provides functional guidance and customer service in a professional manner and is expected to keep current on specific laws, rules, office policies and procedures.

**WHO MAY APPLY:**

Candidates must possess Civil Service Eligibility to apply. This consists of: Current or former California State Civil Service employment (lateral transfer or reinstatement) or list eligibility. Per the California State Personnel Board's Rule 250, applicants must meet the Minimum Qualifications as outlined in the Job Specification. The Job Specification may be located by visiting: [www.calhr.ca.gov](http://www.calhr.ca.gov) Applicants must specify the type of civil service eligibility they possess on the application. Applications may be obtained from the Human Resources Office at Sonoma Developmental Center or downloaded from this site. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, a pre-employment physical, drug screen and fingerprint clearances. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews.

**SEND YOUR COMPLETED (STD-678) TO THE FOLLOWING ADDRESS:**

Sonoma Developmental Center  
Human Resources Department – Room 124  
15000 Arnold Dr. / PO Box 1493  
Eldridge, CA 95431

Contact Jessica Palyo at (707) 938-6416 with questions regarding the essential functions of the position. Civil Service Eligibility will be determined by selection analyst in the Human Resources Department.

***Faxed or electronically submitted applications without signature or resumes not accompanied by completed Form STD-678 (State Examination and/or Employment Application) will not be accepted.***

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

BRD: 07/10/15 FFD: Until Filled; Class code 1139